



Lamoine Board of Selectmen

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Proposed Administration Budget – 2016/17

We are pleased to propose this first draft of the Administration budget for the coming fiscal year. The bottom line budget is up \$17,385.45 or 8.81%. Of that, \$15,766.94 is for personnel costs, the bulk of that part being the addition of the facilities maintenance director. This narrative was prepared by Administrative Assistant Stu Marckoon and presented to us and approved on October 22, 2015

Personnel – Elected Officials – No salary (stipend) increases are budgeted for the Selectmen and Board of Assessors. Additionally, the state mandated minimum of \$100 for the Health Officer is also proposed to say the same, and the projected cost for election workers is also the same, as is the assistant clerk line.

Administrative Assistant Salary (\$63,000) – The Board of Selectmen and I reached a 3-year contract agreement after minutes of highly non-intensive negotiation. The salary in the proposed budget is reflective of that agreement.

Benefits (\$17,800) – This line potentially could change. As you know there are only two full time workers here who receive health insurance benefits. This is based on the higher cost of the two plans, which is the MMA plan covering the clerk/tax collector. My health plan is through my wife's employer and is less expensive (for now), but to be safe two benefits on the MMA plan are budgeted. Under that plan the town pays for 80% of the cost, the employee 20%.

Clerk/Tax Collector (\$34,275) – A 3% raise for the clerk/tax collector is included in the budget. The Selectmen have not entered any discussion about a future contract with the current clerk/tax collector at this time.

Facilities Maintenance Director (\$10,400) – In August, the Selectmen opted to hire Rick Gallegos as an assistant Code Enforcement Officer and the town's facilities maintenance director. This has instantly resulted in much needed maintenance to town buildings and other facilities. For the past 22-years I had been attempting to keep up and not doing it very well. I have neither the time, or in many cases, the skills to effectively repair broken things in town. Rick does. This became necessary when we lost our parks maintenance person and had virtually no response for the 2-hours a week position. By combining that with the maintenance of the many other facilities the town has and must maintain, this made an attractive part time job. In addition to the two privies at the parks, the town has 3 buildings and a privy at the transfer station, the salt/sand shed, the Anderson Garage, the fire station and the town office to maintain. This position has been needed for some time and I'm pleased the board has agreed with the need to create it.

The current budget is appropriating money from various budgets (solid waste, parks, administration) depending on the various needs. The proposed budget moves maintenance labor all to this line in the administration budget. Some of the other budgets may see reductions as a result.

The \$10,400 is based on 8-hours per week at \$25.00/hour. We have only an informal agreement with Rick, and the janitorial duties are compensated at less than that rate. I will still help out with some of those duties from time to time.

Election Workers (\$900) – We will have an estimated 3 elections in 2016/17. The Presidential election in November will be the longest, but we will have the voting machine supplied by the state, so that should make it a much shorter evening (estimate 14-hours, two people or \$280). The annual town meeting election in March 2017 will require about 13-hours with two people, \$260), and the open town meeting in April \$60.00. The school budget meeting will require a couple of hours for \$40.00, while the budget validation vote will require roughly 13-hours at \$260 total). That should add up to \$900.

Total Salary (\$137,925) – The total increase in salaries is 12.91%, the vast majority is for the additional position.

Administrative Expenses

Electricity (\$2,900) – Based on the actual expense in 2014/15, a \$400 increase is budgeted. This might have to do with the extremely cold winter and the heating system running more than in previous years.

Machine Maintenance (\$700) – This line has to do with copier and other office machine maintenance. The copier maintenance estimate is down \$150, and other machines have not cost us all that much to maintain. This line is proposed to drop to \$700, or \$200 less than the current budget.

Travel/Education (\$2,800) – A fairly significant drop is projected here thanks to the check scanning machine that our bank has supplied. No longer do we make a daily deposit at the bank, sometimes we can go almost a week before having enough cash on hand to justify going into town for a deposit. The proposed budget is based on the actual for 14/15, which is down about \$800 from the current budget.

Postage (\$1,850) – We've tried to be pretty efficient in the various mailings that are sent from the town office, doubling up tax bills to the same address in the same envelope and the like. The proposed budget of \$2,800 should be adequate unless the post office has a massive rate increase. I would note that we subscribe to Stamps.com for \$15.99/month. By being able to print out own postage, certified letters are able to get postage affixed here in the office instead of tying up a postal clerk in Ellsworth for hours. The largest part of the postage expense is for pre-stamped envelopes that we get to send out the tax bills. Any leftover envelopes are used during the year for bill payments and the like.

Office Supplies (\$2,400) – For the current year, we dropped this budget down to \$2,100. That is likely too low. I am proposing that the line jump up to \$2,400 based on actual expenditures from the previous fiscal year, and some efforts to be a little more frugal with purchases.

Advertising (\$500) – no change is proposed from the current fiscal year.

Telephone (\$1,140) – The cell phone bill and the land line bill total about \$95/month, thus \$1,140 for the year.

Lien Costs (\$4,000) – This line varies year to year, and the proposed \$500 increase is based on the actual cost for 2014/15. This line is completely dependent on the number of liens filed, and the cost to send certified mail to the parties involved. It is also offset by a revenue line.

Heating Oil (\$3,500) – Dare we hope that low fuel prices will remain? This line is reduced \$500 mainly to reflect the average cost over the past 5-years, plus some more, just in case. With the new furnace, we spent \$2,328 for propane last fiscal year. We locked in propane at \$1/gallon this year, so should see a significant savings, and provided we don't have a winter like last year.

Dues/Memberships (\$2,900) – The biggest component is our membership to Maine Municipal Association. It also includes the MDI League of Towns, the Town Clerk's Association, the Tax Collector's Association, the Municipal Managers, Assessors, and other professional affiliations.

Banking Costs (\$100) – This covers the very small service charge and remains unchanged.

Tax Maps (\$2,200) – The actual maps are costing about \$1,500 to print annually. The mapping process involves a few hours work by our appraisal firm. The proposed amount is unchanged from the past two years.

Books & Publications (\$300) – This is mainly for the excise tax valuation books that we need on hand every year.

Record Preservation (\$1,000) – We have not been very diligent about preserving some of the older record books, but we do keep pecking away at them. I hope to get some done this year for permanent vault storage.

Legal Fees (\$7,000) – This line is up to reflect the average cost in the past 5-years. It has not been pretty lately, though our legal costs are pretty well managed in my opinion. Quite frankly, I have no idea what will happen with the various lawsuits filed after the gravel and building and land use ordinances changed.

Other Election Costs (\$300) – This reflects some equipment costs and a meal for the election workers on Election Day. Yes, I work the elections with the crew at no additional charge and can be had for a sandwich!

Audit (\$4,250) – The contract with our current auditor expires after the FY 2015 audit which is wrapping up. We have had the same auditor for many years, they are used to

our work and the town staff works well with them. I'm not sure if you wish to put this out to bid, or to see if the current auditor wishes to re-up for another 3-year term. A 4% increase is budgeted for that.

Assessing/Appraisal (\$2,600) – This covers the field work from RJD for the assessors each year. The budget is proposed to decrease by \$200 to reflect the 5-year average plus a little.

Town Report & Meeting Expenses (\$1,400) – The cost to produce the town report has remained steady for several years. No change is proposed.

Miscellaneous (\$100.00) – This is proposed to drop by \$50.

Newsletter (\$1,000) – This covers four printings of the Lamoine Quarterly.

Sales Tax (\$25) – We pay sales tax on photocopy sales. This has adequately covered that cost in the past.

Total Expenses (\$42,965) – The total of expenses is up \$1,625. All of that and then some is attributable to legal fees.

General Assistance (\$2,500) – The average cost for GA is \$1,900 over the past 5-years. The proposed budget would drop \$1,000. This does not reflect a drop in benefits to qualifying households. It does reflect reality, and if there is some calamity that necessitates more GA grants, we'll have to tighten up elsewhere.

Insurances

FICA & Medicare (\$12,861.56) – I have plugged the other salaries elsewhere in the budget into this line preliminarily to come up with a 7.92% increase. This is the town's share of Medicare and Social Security.

Property and Casualty (\$7,500) – No change is proposed to this line.

Public Officials Liability (\$3,400) – A \$200 reduction to this is based on the actual for this year.

Workers Compensation (\$3,000) – No change is proposed to this line.

Volunteer Coverage (\$175.00) – No change is proposed to this line.

Unemployment Compensation (\$800) – Based on the 5-year average but figuring conservatively, this line has dropped \$100.00. We quite often get a refund on this since we have very few employees and very few claims.

Deductible Fund (\$300) – No change is proposed to this line. The fund stands at \$7,504 with \$300 more due to be added this fiscal year. Another \$300 will bring it up to over

\$8,000 and that should be plenty to cover about 3 insurance claims resulting in a covered loss.

Total Insurance (\$28,036.56) – The insurance line is up \$643 and change, all due to increased FICA/Medicare costs.

Equipment (\$1,050) This line is up \$100.00. We will likely upgrade a computer during the coming fiscal year. Accounting software will probably be upgraded in the current fiscal year as the current accounting software is no longer supported, however, it's working quite nicely. Our database program is also quite a ways out of date and supposedly won't work with Windows 10. I have not upgraded the town hall computers to Windows 10 yet, and do not yet plan to do so.

Town Hall Maintenance

Furnace Maint (\$175) – This includes a cleaning of the furnace and is unchanged.

Lighting (\$50) – We don't spend a lot on this line – occasionally replace a fixture or a bulb.

General Maintenance (\$800) – This line is proposed to double. The current fiscal year has increased sharply thanks to including some of the facility maintenance director salary in this line. We've done a fair amount of maintenance on the town hall in small sections.

Grounds (\$1,200) – No change is proposed from the current fiscal year.

Keys and Locks (\$50.00) - This line is down \$150. The plan this year is to change the vault combination which requires a locksmith. We'll likely do that in the spring. We don't do this very often, and won't do it again next year unless something requires it to be done.

Total Administration Budget - \$214,751.56

Respectfully submitted,

The Lamoine Board of Selectmen